



Welcome to the



LIBRARY OF VIRGINIA

CONTINUING EDUCATION CONSULTANT, ADMIN. & STAKEHOLDER



The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

Continuing Education Consultant, Admin. & Stakeholder | Richmond, Virginia

RICHMOND, VIRGINIA

Richmond, the capital of Virginia, is one of the most beautiful historic towns in the South. Richmond is an urban city with a small town feel.

There are plenty of things to do in Richmond. Not only is it home to the Library of Virginia, but also the Virginia Museum of Fine Arts, Virginia State Capitol, Lewis Ginter Botanical Garden, Virginia Historical Society, Virginia Holocaust Museum, Maymount, Edgar Allen Poe Museum, American Civil War Museum, Kings Dominion, the beautiful James River, and more.

In addition to these attractions, the Richmond region was recently picked by *National Geographic Traveler* as the number 5 spot in a list of the ten top worldwide food destinations and is home to a growing craft brewery scene.

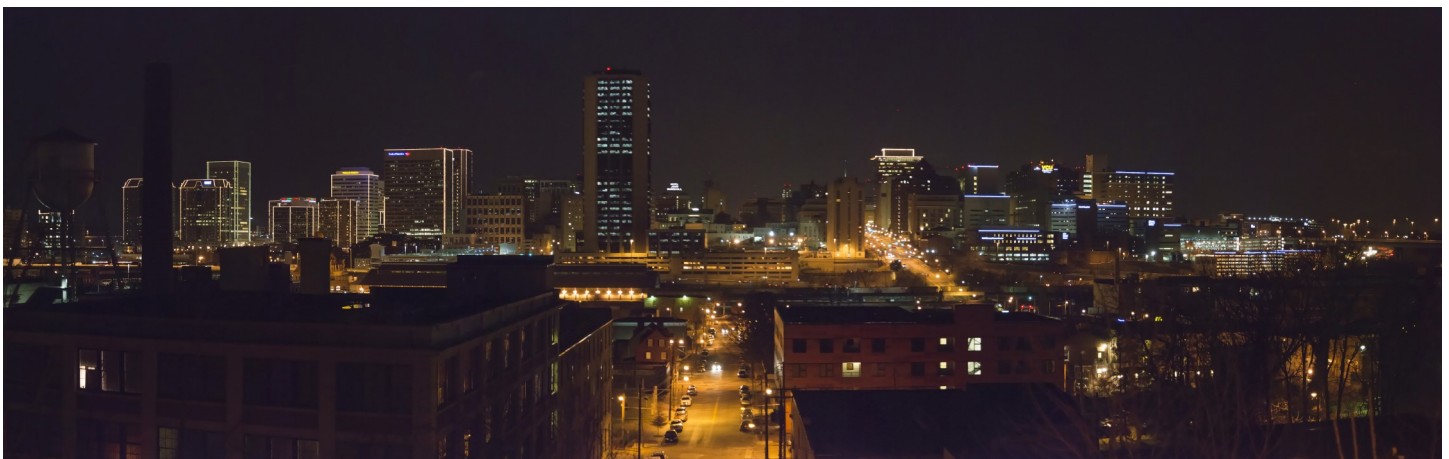
<http://www.nationalgeographic.com/travel>



Virginia Capitol Building



Downtown Richmond and James River



COMMONWEALTH OF VIRGINIA – STATE GOVERNMENT

The government of Virginia is divided into three main branches, these being the executive, legislative and judiciary branches. Within those branches there are over 100 state agencies and offices, each with their own area of responsibility and ready to serve the residents of the Commonwealth.

ABOUT THE LIBRARY OF VIRGINIA, A STATE GOVERNMENT AGENCY

The Library of Virginia, an Executive Branch Agency, falls under the authority of the Secretary of Education. The Library was created by the General Assembly in 1823 to organize, care for, and manage the state's growing collection of books and official records — many of which date back to the early colonial period. The Library occupied rooms on the third floor of the Capitol in Richmond until 1895, when Virginia erected a new Library and office building on the eastern side of Capitol Square. Outgrowing this location, the Library in 1940 moved to a handsome, new art-deco building on Capitol Street, adjacent to City Hall and the Executive Mansion. In 1997, the Library opened to the public at 800 East Broad Street, its fourth home since its founding.

The Library houses the most comprehensive collection of materials on Virginia government, history, and culture available anywhere. The collections illustrate the rich and varied past of the commonwealth, documenting the lives of Virginians whose deeds are known to all, as well as those of ordinary citizens whose accomplishments are the foundation of our heritage. The Library's printed, manuscript, map, and photographic collections attract researchers from across the country and the world, while the Library's web sites provide collection-based content and access to our digital collections to those at great distances who are not able to travel to Richmond. In addition to managing and preserving its collections, the Library

supplies research and reference assistance to state officials, provides consulting services to state and local government agencies and to Virginia's public libraries, administers numerous federal, state, and local grant programs, publishes award-winning books on Virginia history, provides educational programs and resources on Virginia history and culture for students and teachers, and offers the public a wide array of exhibitions, lectures, book-signings, and other programs.

In addition to the main Library building, the Library manages the State Records Center in Henrico County where inactive, non-permanent records of state agencies and local governments are housed.

VISION

The Library of Virginia will inspire learning, ignite imagination, create possibilities, encourage understanding, and engage Virginia's past to empower its future.

MISSION

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.



LIBRARY DEVELOPMENT & NETWORKING

The Library Development and Networking Division (LDND) promotes the development of strong and effective public library service across Virginia as described in §42.1-46 of the Code by providing guidance, assistance, training, advice, and counsel to Virginia's public and other libraries and through its administration of the State Aid to Local Public Libraries program and oversight of federal funding allocated to Virginia through the Library Services and Technology Act.

PURPOSE OF POSITION

The purpose of this position is to support the development of public libraries in Virginia by providing timely and accurate information services to public library directors, trustees, Friends of the Library, and local government including information on library management, grants, continuing education, and training. LDND provides direction, assistance, advice, and counsel to an oversight of public and other libraries as part of LVA's provision and preservation of unique and comprehensive information resources and services for the citizens of the Commonwealth.

THE IDEAL CANDIDATE

The Continuing Education Consultant, Admin., & Stakeholder must have outstanding communication skills, be adept at listening, and approachable and easy to talk to. The Library fosters an open, team-oriented, diverse, and inclusive environment and is looking for a candidate who will support our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.

Desirable qualities of the selected candidate include the ability to facilitate discussions, conduct research, and to plan and conduct programs, analyze operational and program needs to develop solutions for libraries formed as non-profits, regional systems, and departments of municipalities, make timely and difficult decisions, operate with integrity and honesty without exception as well as the ability to remain humble and willingly admit mistakes.

Other required qualifications include the ability to manage multiple projects simultaneously, work both independently and in teams internally and externally, develop trust, rapport and strong working relationships with public library directors, trustees and others. The ability to communicate effectively, both orally and in writing, use computers and standard applications in the modern office environment, work independently, and travel during the day and occasionally overnight are also required qualifications of this position.

The Continuing Education Consultant, Admin., & Stakeholder core responsibilities will be dedicated to the following:

- 60% - Continuing Education
- 20% - Consulting
- 10% - Contribution & Collaboration for the Profession
- 10% - Division Support



Patron Reading Room

Minimum Qualifications

- Considerable knowledge of library management, both practical and theoretical;
- Knowledge of trends in library services; of techniques of planning, implementing, and evaluation of library services and programs;
- Knowledge of principles, practices, and policies of public management;
- Demonstrated ability and experience in working with library boards and local officials; and,
- Valid Virginia driver's license or the ability to obtain one prior to hire.

Preferred Qualifications

- Graduation from an ALA accredited university with a Master's Degree in Library Science;
- Virginia Professional Librarian Certificate;
- Experience as a public library director; and,
- Experience with managing and leading volunteers and board.

COMPENSATION AND BENEFITS

Salary is commensurate with the selected candidate's experience and qualifications. The annual salary for this position is up to \$70,000.

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, short and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

RELOCATION ASSISTANCE

Moving and relocation expenses are handled on a reimbursement basis only and may or may not include all expenses. Authorization for reimbursement of expenses for moving and relocating a new employee will be made by agency management based on established Commonwealth of Virginia policy.

No expenses can be reimbursed to or paid on behalf of a new employee until after the new employee has signed an Employment Tenure Agreement. All expenses for travel involved in relocating are subject to this agency's travel regulations and restrictions.

Reimbursement for expenses involved with relocation for employment is income to the employee per the Internal Revenue Service. Most of these expenses are also subject to payroll tax withholding.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00114. **This job opportunity is "Open Until Filled" with the first review of applications on December 6, 2019.** Questions should be directed to the Office of Human Resources at (804) 692-3582 or vanessa.anderson@lva.virginia.gov.

INTERNAL CANDIDATES

While there may be internal candidates, the Library of Virginia is committed to a fair recruitment process and to treating everyone equally.

OTHER IMPORTANT INFORMATION

Selected candidate must pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration. Employment verification and reference checks will be conducted.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the Office of Human Resources at (804) 692-3582 or email vanessa.anderson@lva.virginia.gov

ADDITIONAL INFORMATION

For additional information about the Commonwealth of Virginia, visit:

<https://www.virginia.org/Welcome>

<https://governor.virginia.gov/>

<https://www.virginia.gov>

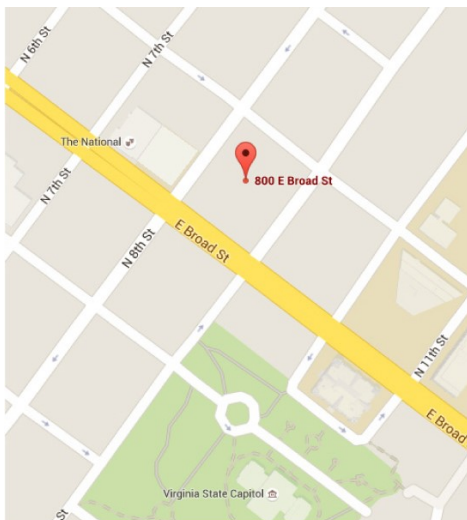
<http://vaperforms.virginia.gov/index.php>

For additional information about Richmond, Virginia, visit:

<https://www.visitrichmondva.com/>



For additional information about the Library visit: www.lva.virginia.gov



Our Location

800 E. Broad St.
Richmond, VA 23219

